

## **Barnstable County Retirement Association**

**Job Opportunity:** Staff Assistant (Confidential Employee)

**Supervisor:** Executive Director

**Scheduled Hours:** 37.5 hours per week; generous benefits; Full-Time confidential non-union employee position

**Starting Salary:** \$48,184.50

Performs general office duties in a confidential office environment with growth potential. Candidate must have the ability to maintain confidentiality in all aspects of duties, be self-motivated, able to deal effectively with the public and to handle and prioritize a number of required tasks. A high degree of flexibility, multi-tasking and effectual decision-making and problem-solving skills.

### **Minimum Requirements:**

High School diploma or equivalent; associates degree in accounting/business preferred; or any equivalent combination of education, training and experience. Experience in MA Public Pension system and PTG software a plus.

Deadline to apply: **June 30, 2022 at 4:00 pm**

**Complete job description including how to apply can be found on the Barnstable County Retirement Association website:**

**<https://barnstablecountyretirement.org>**

*Barnstable County Retirement Association is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.*